



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday February 4, 2015
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order 7:00 p.m. by President Steele
Pledge of Allegiance – lead by General Manager Howard
Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. AREA AGENCIES REPORTS / PRESENTATION

1 Sheriff's Office Report

Crime Prevention Specialist Fontenot – Provided the law enforcement report for the month of December. There was discussion between the Crime Prevention Specialist Fontenot and the Board.

2. CHP Report

Officer Thomas – Provided an update of the services to the Town of Discovery Bay. There was discussion between Officer Thomas and the Board.

3. East Contra Costa Fire Protection District Report

Chief Henderson – Provided an East Contra Costa Fire Protection District update. There was discussion between Chief Henderson and the Board.

4. Supervisor Mary Piepho, District III Report

Alicia Nuchols Scheduler/Office Operations – Provided an update of several projects surrounding Discovery Bay. There was discussion between the Board and the Scheduler/Office Operations.

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – Report presented by Trans-Plan representative, Duane Steele

2. County Planning Commission Report -

3. Code Enforcement Report – General Manager Howard provided the report. There was discussion between General Manager Howard and the Board.

4. Special Districts Report - No Report**

*** These meetings are held Quarterly*

E. PRESENTATIONS

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular meeting dated January 21, 2015
2. Approve Register of District Invoices

Motion by: Director Simon to approve the Consent Calendar.

Second by: Vice-President Pease

Vote: Motioned Carried – AYES: 5, NOES: 0

G. BUSINESS AND ACTION ITEMS

1. Approve Contract to Commercial Tree Care for Tree Services related to RFP L14-02

General Manager Howard provided the details of G-1.

Parks & Recreation Manager Perez provided details of item G-1. There was discussion between the Parks & Recreation Manager and the Board.

Motion by: Vice-President Pease to Award contract to Commercial Tree Care, in the amount not to exceed \$24,236.00 for tree care services as identified in RFP L14-02; and (2) authorize the General Manager to execute all contracts or purchase orders.

Second by: Director Leete

Vote: Motioned Carried – AYES: 5, NOES: 0

2. Approve Contract to Tee Janitorial for Janitorial Services related to RFP L14-01

Parks & Recreation Manager Perez provided details of item G-2. There was discussion between the General Manager, Parks & Recreation Manager and the Board.

Motion by: Vice-President Pease to award contract to Tee Janitorial, in the amount not to exceed \$13,200 (annual) for janitorial services as identified in RFP L14-01; and (2) authorize the General Manager to execute all contract documents and purchase orders.

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

3. Bylaws of the Town of Discovery Bay, Article IV Section 2, A 4 and Appointment of Board Members to District Representative Committee Positions

General Manager Howard provided the details of item G-3. There was discussion between the General Manager, Legal Counsel, and the Board. The

Motion by: Director Leete to approve Appointment of Board Members to District Representative Committee Positions and Approve Resolution No. 2015-02 amending the Bylaws of the Town of Discovery Bay, and appointment occurs at the first meeting in January and that all committee appointments will be for a two-year term.

Second by: Director Simon

Vote: Motion Carried – AYES: 3 – Vice-President Pease, Director Leete, Director Simon, NOES: 2 – President Steele, Director Graves

The Board assigned the Board Members to the District Representative Listing.

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Steele – Provided his report and details of the Byron Union School District meeting dated January 8, 2015.

Director Leete – Provided the details of the Byron Delta Lions Club meeting February 3, 2015

J. MANAGER'S REPORT – Discussion and Possible Action

None

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

General Manager Howard – Stated that Staff meeting with Digital Deployment discussion the new Town of Discovery Bay Website.

L. DISTRICT LEGAL COUNSEL REPORT

None

M. COMMITTEE UPDATES – Discussion and Possible Action

President Steele – Stated that the Committees from the District Representative Listing, will be providing a monthly update

N. CORRESPONDENCE – Discussion and Possible Action
None

O. PUBLIC RECORD REQUESTS RECEIVED
None

P. FUTURE AGENDA ITEMS
None

Q. ADJOURNMENT
The meeting adjourned at 8:10 p.m. to the next regular meeting dated February 18, 2015 starting at 7:00 p.m. on 1800 Willow Lake Road.